



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Draft Heritage Preservation Commission

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Thursday, March 10, 2022

4:00 PM

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### CALL TO ORDER AND ROLL CALL

*The meeting was called to order at 4:01PM.*

*Also Present: Mayor Rhonda Pownell, City Administrator Ben Martig, City Planner Mikayla Schmidt, Associate City Planner Reeve Needham, Meetings Associate Edward Malnar, Natalie Draper,*

**Present:** 5 - Commissioner Alice Thomas, Commissioner Michael Meehan, Commissioner Jesse Steed, Commissioner Robert Stangler and Barbara Evans

**Absent:** 2 - Commissioner Baird Jarman and Commissioner Clifford Clark

### APPROVAL OF AGENDA

**A motion was made by Commissioner Thomas, seconded by Commissioner Meehan, to approve the meeting agenda. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Thomas, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Evans

### APPROVAL OF MINUTES

#### 1. [22-162](#)

**Attachments:** [02-10-2022 HPC Minutes](#)

*Chair Evans noted her absence from the minutes and asked for correction.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Stangler, to approve the February 9 minutes as amended by restoring Chair Evans in all places she was omitted. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Thomas, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Evans

### PRESENTATIONS

#### 2. [22-163](#)

Presentation of Annual Boards and Commission On Boarding and Re-Orientation.

- Attachments:** [1 - HPC Orientation and Refresher 2022](#)  
[2 - City Code 7.5 Heritage Preservation Commission](#)  
[3 - Bylaws HPC](#)  
[4 - Northfield Strategic Plan 2021-24](#)  
[5 - Rules of Business \(applies to B&C\)](#)  
[6 - Board & Commission Training \(watch video\)](#)

*Mayor Pownell and City Administrator Ben Martig introduced themselves and spoke about the goals and operations of City government, including Commissions like this one. They also covered topics such as staff-commission interactions, legal considerations of public service, organization effectiveness training, events for commissioners, and thanked Commissioners for choosing to serve our community. Mayor Pownell announced that Commissioner Thomas will receive the 2021 Commission Member Excellence Award.*

## NEW BUSINESS

3. [BC 22-007](#) Discussion of the Land Development Code and Certificate of Appropriateness.

- Attachments:** [1 - Staff Bridge Square Memo to HPC 2.17.22](#)  
[2 - Alternative Option A: DRAFT HPC Subcommittee Memo to City Council](#)  
[3 - HPC Memo redlined](#)  
[4 - Alternative Option B: Memo on COA interpretations FINAL](#)  
[5 - LDC Excerpts](#)

*City Administrator Martig presented conclusions of the City staff regarding vague language in the Land Development Code, namely that the planned park renovation does not require Commission approval via a Certificate of Appropriateness. Commissioners expressed confusion over how this process differs from the Public Library renovation as another instance of construction on publicly owned land affecting the Historic District. Martig responded to questions from Commissioners seeking clarity on the role of the Commission and what involvement the Commission can and will have in the planning phase of the Bridge Square park renovation project. Concerned about inclusion in the planning process, Commissioners alternatively considered how to amend the Code if its language leaves room for conflicting interpretations and privileges.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Stangler, to transmit a drafted memo to the City Council with changes specifying that the Commission "request representatives to discuss these concerns with the City Council at a work session," affirming support for staff efforts on the parks plan, and changing the numbering of points. The motion carried by the following vote:**

- Yes:** 5 - Commissioner Thomas, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Evans

4. [BC 22-008](#) Comment Letter on Proposed Bridge Square Renovations.

- Attachments:** [1 - Draft Bridge Square Comments from the HPC](#)  
[2 - Review of Secretary of the Interior's Standards](#)  
[3 - Commissioner Comments](#)  
[4 - Bridge Square Nomination](#)  
[5 - National Register of Historic Places Registration Form](#)  
[6 - Draft Concept Plan](#)  
[7 - Aerial Image](#)  
[8 - Historic District Boundaries](#)

*Commissioners reviewed a letter of comments to be sent to the park renovation planner. They discussed suggesting that the final design reflect the history of Bridge Square while tentatively supporting the general shape of renovations that fall in line with historical preservation standards.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Stangler, to approve the drafted comment letter to planners, amended by eliminating "general comments" from the end and all attachments except the Secretary of the Interior's standards for historical sites. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Thomas, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Evans

5. [22-164](#) Discuss Civil War Memorial in Bridge Square.

**Attachments:** [1 - Pictures of Civil War Memorial](#)

*Library Director Natalie Draper presented research into the Civil War memorial and how it fulfills its original mission to provide a gathering point and promote civil values of the United States.*

*Subsequent items were postponed until next meeting due to time constraint.*

6. [22-165](#) Discuss and Approve the Heritage Preservation Commission Work Plan.

**Attachments:** [1 - HPC Action Plan 2022 - Clean](#)  
[2 - HPC Action Plan 2022 - redlined](#)

7. [22-166](#) Commissioner Shadowing Reports.

**Attachments:** [1 - Northfield Boards and Commissions](#)

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

## STAFF UPDATES

8. [22-167](#) Staff Updates.

## ADJOURNMENT

*The meeting was adjourned at 5:57PM.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Stangler, to adjourn the meeting at 5:57PM. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Thomas, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Evans